

Locating and Returning Missing, Runaway, and Abducted Children
April 6, 2009 – P.T. 2009.07

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Section 329.10 Purpose

The purpose of these procedures is to establish requirements and provide instructions for Department and Purchase of Service (POS) staff when children for whom the Department is legally responsible are reported or believed to be missing, runaway, or abducted.

Children who are missing are at great risk of victimization and exploitation. Many do not perceive the inherent risks or see themselves as potential victims. This is especially true for children who are identified as “high risk”. Because of the potential dangers to the child, the child’s worker is to consider a missing or abducted child as a major event that requires intensive intervention.

DCFS and POS workers and Child Protective Service Workers and their supervisors are required to notify the individuals, agencies and organizations described in these procedures upon learning that a child is missing. Immediate notification to the Child Location and Support Unit for Missing Children, known as the CLSU, is critical. The CLSU supports and documents the workers efforts to locate and return the child.

The State Central Register (SCR) shall refer all callers and information regarding missing children to the CLSU Helpline. The CLSU provides child specific information to law enforcement officials, the National Center for Missing and Exploited Children (NCMEC), workers, and supervisors. The CLSU also provides assistance to any child for whom the Department has legal responsibility and who is requesting advocacy intervention services.

Section 329.20 Definitions

“Child Protective Services Worker” (CPSW) is responsible for investigating reports of child abuse and neglect and determining whether they are indicated or unfounded. The CPSW evaluates the environment, the nature of the alleged incident and assesses the safety and risk factors for each child. At the close of the investigation, the investigative worker hands the case off to a DCFS or POS worker.

"Crisis Intervention Service Provider" means an agency that is under contract through the Department of Human Services to provide interim crisis intervention, family reunification and family preservation services to youth.

“High Risk Child” means that the missing child’s safety is severely compromised for one or more of the following reasons:

- The child has been or is believed to have been abducted.
- The child is age 13 or younger.
- The child has one or more health conditions that if not treated daily will place the child at severe risk.
- The child is pregnant and or parenting and the infant/child is believed to be with him or her.
- The child has **severe** emotional problems that if not treated will place the child at severe risk.

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- The child has a developmental disability that impairs the child's ability to care for her/himself.
- The child has a serious alcohol and/or substance abuse problem.

"LEADS" means Law Enforcement Agency Data System.

"Limited Custody" means that a law enforcement officer can take a minor into custody who is missing from home without the consent of his/her parent, guardian or custodian or the minor's circumstances constitute a substantial or immediate danger to his/her physical safety. Such custody without a warrant may last up to six hours during which time the officer must arrange for the return of the minor to his/her home or release the minor to an agency or association providing crisis intervention or other appropriate services.

"Missing Child" means any child up to 21 years of age for whom the Department is legally responsible who is missing without the permission of the child's caregiver or that of the Department. The caregiver or the Department must have reason to suspect that the child has been abducted, has run away, or is considered to be otherwise missing. This definition includes a child placed in protective custody by a duly authorized staff person of the Department, or a child placed in temporary custody by the jurisdiction of a court, and the child's whereabouts become unknown during the pending child protective services (CPS) investigation.

Children who are missing are categorized under one of the following three status/living arrangement codes:

- a) **"Abducted" (ABD)** means a child's whereabouts are unknown, and it is known or believed that the child is being or has been concealed, detained, or removed from the jurisdiction of the court by another person in violation of a valid court order granting custody to another.
- b) **"Whereabouts Unknown" (WUK)** means that a child's whereabouts are unknown, the child is not known or believed to be abducted, and there has been no contact with the child.
- c) **"Whereabouts Unknown, Periodic Contact with Caseworker" (WCC)** means that a child's whereabouts are unknown, however the child periodically contacts his/her assigned worker.

"NCIC" means National Crime Information Center.

"Non-ward" means a child under age 18 who is not under the legal responsibility or authority of Illinois or another state, agency or jurisdiction.

"Worker" means the child or youth's assigned DCFS or POS worker who has primary responsibility for case management and service coordination and delivery.

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Section 329.30 Reporting Requirements for Caregivers, Workers and Supervisors

Supervisors and workers are expected to work very aggressively to locate a missing child and return the child to an approved placement. Requirements for workers and supervisors are outlined in these procedures. **Administrative Procedures #22, Diligent Search** provide additional guidance to workers attempting locate a missing child.

a) Reporting Requirements for Caregivers

Caregivers, including foster parents, relative caregivers, and staff of residential facilities, shall immediately report any missing child/youth to:

- 1) The local law enforcement agency;
- 2) The child's case manager/worker; and
- 3) The **Helpline of the Child Location and Support Unit for Missing Children (1-866-503-0184)**.

Caregivers shall obtain the number of the missing person report from the law enforcement officer taking the report and provide the report number to the CLSU Helpline.

b) Reporting Requirements for Workers.

When a worker or the Child Protective Service Worker learns that a child/youth for whom the Department is legally responsible or for whom there is a pending child protection investigation, is missing, the worker shall immediately:

- 1) **Contact law enforcement** (city police or sheriff's office) in the child's jurisdiction to verify that a missing person report has been filed and to document the corresponding **LEADS** number.

If the report has not been filed, the worker shall file a missing person report, and document the **LEADS** number.

The worker shall provide the information contained on the **CFS 680, Child Identification Form** and a recent photograph of the missing child to law enforcement. In the event that a worker is unable to file a missing person report with the appropriate law enforcement agency, the worker must immediately contact the CLSU Helpline at 1-866-503-0184 for assistance.

- 2) Contact the CLSU Helpline.
- 3) **Contact the National Center for Missing and Exploited Children (NCMEC)** at 1-800-843-5678 if the child is 17 years of age or younger. The worker must provide NCMEC with the missing person's report number and a current photograph of the missing child.

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NCMEC will fax the worker a questionnaire which includes an **Information Release and Verification Form** requiring the Guardian's signature. The Guardian has consented to disclosure of the requested information and notified NCMEC that a worker will complete the Information Release and Verification Form. Therefore, the worker may sign this form in lieu of the Guardian; however, the worker must strike out the word 'Guardian' and write in the word 'Caseworker' before signing his/her own name. This form is to be completed and faxed back to NCMEC immediately.

Upon receipt of the release of information and the child's photograph, NCMEC will publish the child's photograph on its website and distribute posters of the child both locally and nationally. The child's name and identifying information will be published with his/her photograph, but the child/youth will not be identified as a ward of the Department. Providing information to NCMEC, including the child's photograph, **DOES NOT** violate Department confidentiality rules.

- 4) Notify the child's legal parents, guardian or legal custodian (prior to Department guardianship or custody); the juvenile court of jurisdiction; and the Guardian ad litem.
- 5) **Complete the CFS 119 Unusual Incident Report (UIR)** in accordance with Department **Procedures 331, Unusual Incidents Involving Department Clients, Employees, and Facilities**. The UIR must include:
 - A) The time, date, and place of the child's disappearance;
 - B) The appropriate living arrangement code to identify the child's status;
 - C) The police report number and the name and phone number of the police officer assigned to investigate the missing person report; and
 - D) The high risk factors including, but not limited to, those as defined in [Section 329.20](#) of these procedures.
- 6) **Once the child has been missing for 24 hours**, complete the **CFS 906 or CFS 906-1** and call the appropriate regional "906 Hotline" to report the new living arrangement code.
- 7) **Request the Juvenile Court of jurisdiction to issue a Child Protection Warrant** within two working days for children/youth who are 17 years of age or younger. The worker shall review the completed form with the DCFS Courtroom Facilitator, attorney assigned to the courtroom where the minor's case is pending, the regional counsel, the regional court liaison, and/or states attorney representative to ensure its accuracy and completeness and provide all relevant testimony to the court.

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c) Requirements for Supervisors

- 1) Upon notification by the worker that a child is missing, the supervisor will immediately confirm that the worker has completed all of the required reports and contacts as described in [Section 329.30](#) of these procedures. The supervisor will assist the worker developing and implementing a plan that contains specific strategies to locate the missing child and assure the child's safety as quickly as possible. This plan will include daily and weekly activities to locate the child. The CPSW Supervisor is responsible until the case is handed off to a Permanency Worker.
- 2) Meet with the worker on a weekly basis to:
 - A) Review the on-going strategies and efforts to determine the child's whereabouts;
 - B) Review contact with law enforcement and others;
 - C) Determine what additional steps may be taken to assist in finding the child;
 - D) Develop a placement plan for when the child is located;
 - E) When appropriate, identify alternative case goals, such as changes in guardianship status, case termination, or referral for services from other state agencies; and
 - F) Confirm that the worker has updated and submitted the **CFS 1014** on a timely and ongoing basis to the Child Location and Support Unit for Missing Children.

All supervisory meetings must be documented in the case file and the supervisory file.

d) The Role of the Child Location and Support Unit for Missing Children

- 1) The Child Location and Support Unit for Missing Children will send Part I of the Missing Children Recovery Report Form, CFS 1014, to the child's worker when the worker notifies the unit that a child/youth is missing.
 - A) Part I will also be sent to workers when a CFS 906 is entered into the CYCIS system with a living arrangement code of ABD, WUK or WCC indicating that the child is missing.
 - B) Workers are required to return Part I to the CLSU within two working days.
- 2) The Child Location and Support Unit for Missing Children will continue to support and monitor worker efforts to locate the missing child and return him or her to an approved placement via the CFS 1014, Part II.

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Section 329.40 Searching for Missing Children

a) General Requirements

Workers are to follow the steps outlined below anytime a child/youth is missing:

- 1) Develop a plan with specific strategies to locate the child.
- 2) Meet with his/her supervisor on a weekly basis regarding efforts to locate the child unless the child is high-risk.

If the child is high-risk, the worker must provide daily progress reports to the supervisor regarding efforts to locate the child.

- 3) In consultation with the supervisor, the worker is to review and/or revise the plan as needed to assure progress is made toward locating the child and establishing safety.

b) Special Requirements

In addition to the general requirements described in [Section 329.40 a\)](#), specialized interventions are required depending on whether the ward has been abducted, is missing, or missing with periodic contacts with the worker.

1) Abducted Children (ABD)

If the child has been abducted or is believed to have been abducted, the worker's efforts to locate the child must focus on the abductor. In addition to the requirements described above and in **Administrative Procedures #22, Diligent Search**, workers for abducted children are required to do the following on a weekly basis:

- A) Contact law enforcement to both provide and obtain any new information regarding the alleged/suspected abductor;
- B) Contact the NCMEC case manager; and
- C) Contact relatives, previous caregivers, friends of the child or any other individuals in the child's family or social support network to obtain new information on the suspected/alleged abductor and the abducted.

More frequent follow-up activities may be necessary for children considered "high risk" as determined by the worker or required by the supervisor.

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2) Missing Children whose Whereabouts are Unknown (WUK)

When a child's whereabouts are unknown, the worker must make a sustained effort to locate the child by contacting the following people, agencies or organizations each week:

- A)** Local police, sheriff's office or law enforcement agency ;
- B)** Local emergency shelters and homeless youth programs;
- C)** Most recent caregiver and any other caregivers with whom the child is known to have had a close or long term relationship;
- D)** Relatives, including the child's parents and siblings;
- E)** Neighbors and landlord of the child's last known address;
- F)** Close friends and classmates of the child, including any known boyfriends, girlfriends, or anyone else in the community with whom the child may have developed a significant relationship;
- G)** Teachers, counselors, and other school personnel from the school that the child last attended or at other schools the child attended if there is knowledge that the child had a close relationship with persons at that school;
- H)** Employees of the Department or POS agency who may have knowledge of the possible location of the minor;
- I)** Probation Officers when appropriate;
- J)** Parole Officers when appropriate (Contact IDOC Parole Officers at 1-800-666-6744); and
- K)** County Juvenile or Adult Detention Centers.

The worker shall request each person or agency listed above to contact him or her (the worker) immediately if any information becomes available that could assist in locating the child.

3) Missing Children Whose Whereabouts are Unknown and There is Periodic Contact by the Child with the Worker (WCC)

The worker must make every effort to return the child to an authorized placement. In addition to completing the contacts listed above (2) A-K), the following information should also be sought from the missing child:

- A)** The child's location at the time of the contact;
- B)** Any information about where he/she is staying for any period of time;

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- C) Any information about individuals that may be with the missing child/youth;
- D) Information about the health and safety of the child/youth. (If parenting, also inquire about the health and safety of the infant or child);

If the child/youth requires medical help, he or she should be encouraged to seek prompt medical attention by going to the nearest hospital emergency room or urgent care facility. The CLSU Helpline can provide workers with a list of health clinics in Cook County which have agreed to provide routine medical care to missing or runaway children. Workers in Cook County shall refer missing and runaway children to participating health clinics when medical attention is needed;

- E) Whether he/she is attending school and where;
- F) Whether he/she is employed and where; and
- G) Any contact he/she has made with family, other relatives, friends, probation or parole agents, etc.

The worker shall request each person or agency listed above (2) A-K) to contact him or her (the worker) immediately if any information becomes available that could assist in locating the child.

If the worker obtains information that may assist in locating the child, the worker shall immediately report the information to the local police, sheriff's office or law enforcement agency. The worker shall also keep the court informed of any changes in the child's status.

c) **The Role of the Child Location and Support Unit for Missing Children**

Every Monday, the CLSU shall send the **CFS 1014, Part II, Location Efforts** to each worker who has a missing child/youth on his or her caseload. The worker must complete **Part II** and return it to the CLSU by the following Friday.

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**Section 329.50 Return of Missing, Runaway, and Abducted Children/Youth:
Within Illinois, Out-of-State, and Children/Youth who are not
Wards of the State of Illinois**

When a child/youth for whom the Department is legally responsible is located in another state or in an Illinois locale that is distant from the responsible Region, workers shall proceed as described in this section when arranging for the ward's return.

If the child/youth is located in a foreign country, all arrangements for the child's return shall be made through the DCFS Office of the Guardian (1-312-814-8600).

a) Interstate Returns when a Child/Youth is Located in Another State

- 1)** When a child/youth in the Department's care is located in a different state, the worker shall immediately notify the CLSU Helpline of the child's location. The worker shall request the assistance of the child welfare agency or the reporting party in that state for the return of the child to Illinois.

If the other state or reporting party is willing to assist, the worker shall facilitate the return of a child/youth seventeen years or younger to Illinois as described below.

- A)** The Illinois worker shall provide the necessary documents to the other state's reporting agency and/or the Interstate Compact on Juveniles (1-217-522-2666) proving that the child is a ward of the court and under the guardianship of the IDCFS Guardianship Administrator.
- B)** If the child is capable, he or she must voluntarily consent to return to Illinois. The ward may also refuse to return to Illinois.
- C)** If the child agrees to return voluntarily, his/her consent must be documented.

The Interstate Compact on Juveniles has authority to intervene or act on behalf of children who are seventeen years old or younger (only). The return of youth eighteen years or older for whom DCFS has legal responsibility shall be arranged by the youth's assigned worker.

- 2)** If a child/youth seventeen years of age or younger refuses to return to Illinois, the worker must request the filing of the **Interstate Compact on Juveniles Form I, Requisition For Runaway Juvenile** and any other necessary court orders from the State's Attorney in the Illinois county of jurisdiction in downstate areas or in Cook County, the courtroom DCFS Regional Counsel.
 - A)** During the processing of **Form I** and other necessary court orders, the child should be sheltered by the local juvenile authorities in the state in which he/she is located.
 - B)** Workers shall maintain contact with the State's Attorney's office and the juvenile authorities during the processing of **Form I** and any other necessary court orders.

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- C) If the youth is being detained in the other state for a criminal offense, the worker must consult with his/her supervisor and DCFS legal staff before requesting his/her return to Illinois.

- 3) Travel arrangements for the child/youth's return shall be made by the worker after filing the **Interstate Compact on Juveniles Form I, Requisition For Runaway Juvenile, or the Interstate Compact on Juveniles' Form III Consent for Voluntary Return by Runaway, Escapee, or Absconder.**

If the youth agrees to return voluntarily during the hearing, his/her consent must be documented via the **Interstate Compact on Juveniles' Form III Consent for Voluntary Return by Runaway, Escapee, or Absconder** or a requisition is issued for the child or youth's return.

- 4) Payment for Travel Expenses

The Department pays for travel expenses to return a child/youth for whom it has legal responsibility to Illinois. The worker shall contact their Regional Business Manager prior to any verbal authorization regarding the travel arrangements.

b) Intrastate Returns When a Child or Youth is Located in Illinois

- 1) When Department or POS staff in the area where a ward is located are contacted, the staff member shall immediately contact the CLSU Helpline and the DCFS Region/ Field office that has service responsibility for the ward. The Regional/Field staff nearest the child's location shall obtain shelter for the ward until the travel arrangements can be finalized to return the child/youth to the DCFS Region or POS agency from which he/she is missing.
- 2) When the child's assigned worker is notified of a child/youth's location in another Region, he or she shall immediately contact the CLSU Helpline and the DCFS office nearest to the location of the child to request staff assistance in providing shelter until travel arrangements have been completed.
- 3) POS workers who are notified of a child or youth's location in another part of the state shall immediately contact the CLSU Helpline and the POS agency office serving the area where the child is located to request assistance in providing shelter until travel arrangements have been completed. If the POS agency does not have an office serving the area where the child is located, the POS worker shall contact the local DCFS Region/Field office in that area for assistance.
- 4) The DCFS or POS worker or supervisor is responsible for arranging travel for the child's return to the service area.

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c) Cook County: Special Instructions for the Emergency Reception Center (ERC)

- 1) When a missing child is located by the Chicago Police Department or other law enforcement agency, and the worker is unavailable or it is after hours, during a weekend or holiday, the law enforcement agency that located the child will be requested to transport the child directly to the Emergency Reception Center (ERC) located at 810 West Montrose, Chicago, Illinois. If the law enforcement agency declines or is unable to transport the child, ERC personnel will arrange for the child's transportation to ERC.
- 2) Upon arrival of the child, ERC staff shall:
 - A) Notify the CLSU Helpline that the child is at ERC.
 - B) If the child is not considered "high risk," and does not require special interventions, the ERC worker shall:
 - i) Assure that the child's immediate needs and comforts are met.
 - ii) Perform an intake evaluation which includes completion of the **CFS 680-A, Missing Child De-Briefing Form (Appendix-B)**, of these procedures), with updated digital photographs taken by ERC staff.
 - iii) Assure that a health screening is completed.
 - iv) Facilitate appropriate placement.
 - If the child requires intensive intervention, the ERC worker shall contact the CLSU Helpline to request an immediate assessment of the child's placement needs.
 - If the child requires specialized interventions and/or is classified as "high risk," the ERC worker shall immediately arrange for placement at Columbus Maryville. Workers may refer to DCFS Rule 384, and Juvenile Court Act, 705 ILCS 405/2-9, and 705 ILCS 405/4-8 for the extended restrictions that are allowable to assure a child's safety.
 - C) Perform any necessary case management tasks.
 - D) Fax a copy of the Child Protection Warrant and any other documentation provided by the Cook County Sheriff's Department to the DCFS Office of Legal Services at 1-312-633-3469 to inform legal staff of the child's return.
 - E) Assist the worker with placement if necessary.

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- 3) When the DCFS or POS worker is notified that the child has been located and placed at Columbus Maryville, the worker shall:
 - A) Immediately notify the Public Guardian's Office at 1-312-433-4300 of the child's return and placement at Columbus Maryville.
 - B) Immediately notify the child's parents, guardian or legal custodian (prior to Department guardianship or custody).
 - C) Prepare court reports as appropriate.
 - D) Arrange for a clinical evaluation when necessary.
 - E) Arrange for a family conference, as appropriate.
 - F) Within forty-eight (48) hours of the child's transport to ERC, excluding holidays and weekends, the child's worker and/or DCFS legal staff shall inform the judge who issued the Child Protection Warrant, or any judge sitting in that judge's stead, that the minor was located and is currently in placement. The judge can then either quash the Child Protection Warrant or request that the minor be physically brought before him/her for a hearing under the Juvenile Court Act.
 - G) Place the minor in accordance with Department regulations.

d) Downstate Locations: Special Instructions During After Hours, Weekends, and Holidays

All downstate DCFS locations shall provide to the CLSU Helpline after-hours contact information for their specific locations. Contact information shall include rosters, contact phone and/or pager numbers for the scheduled on call workers, and answering service phone numbers in locations where a worker must be contacted via an answering service after hours.

When the CLSU Helpline is notified after-hours that a missing child has been located or is believed to be at a specific location, the CLSU Helpline worker will contact the appropriate on duty, after hours worker.

e) When the Child Has Been Returned

Once the child has been located and is in a safe placement, the child's POS or DCFS worker (or the ERC Intake worker if the child was transported to ERC) shall:

- 1) Conduct a thorough follow-up interview with the child using the **CFS 680-A, Missing Child De-Briefing Form** to guide and document the interview;
- 2) Inform the police, NCMEC, and all others who were notified of the missing child, that the child has been located;
- 3) Review the child's placement options in accordance with [Section 329.60](#), Placement Considerations, below;

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- 4) Schedule a medical examination for the child within 24 hours;
- 5) Determine what needs to be done for the immediate resumption of the child's educational program, preferably at the child's previous school;
- 6) Replace any clothing or personal items the child may need, if these have been lost;
- 7) Complete and return the **CFS 1014 Part III** to the CLSU within two (2) business days from the date of receipt;
- 8) Complete a report of the incident to record the circumstances surrounding the occurrence and to review any changes necessary to prevent any re-occurrences;
- 9) Address the child's service, treatment and placement needs in a revised service plan which is developed collaboratively with the child; and
- 10) Take digital photographs of the child so current photos are available in the child's record.

When a child/youth who was missing from an **out-of-state** placement is located, **the Statewide Coordinator for Missing Children** will negotiate with staff of the other state to have the above activities completed.

f) Role of the Child Location and Support Unit for Missing Children

Follow-up by the Child Location and Support Unit for Missing Children is discontinued once a child or youth for whom the Department is responsible is located and determined to be safe.

Section 329.60 Placement Considerations

a) Current Placement

- 1) When a child or youth for whom the Department is responsible runs away from a placement and is still missing after 24 hours, Department or POS agency staff and the caregiver must make a decision regarding the child's placement.
 - A) The Placement/Payment Authorization form, **CFS 906-1 or CFS 906**, must be completed within 24 hours to discontinue the placement payment.
 - B) The Department's requirements for bed holds must be followed any time payment for placement continues during the time a child is missing. (**Policy Guide 2002.05 Bed Hold Payments When Children are Missing from a Residential Care Placement**).
- 2) When deciding whether to return the child/youth to the last placement he/she was in before being reported on runaway, the worker shall:
 - A) Interview the caregiver and the child separately to determine why the child ran away; and

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- B) Discuss the reasons given by the caregiver and those given by the child with the supervisor to determine whether the caregiver's and child's reasons for running away are related to the placement itself and whether placement stabilization services would be beneficial.

The worker and supervisor shall follow the procedures contained in **Procedures Section 301.60(b)(3), Change of Placement from One Out-of-Home Placement to Another** to determine whether a new placement should be sought.

b) New or Alternate Placement

If the decision to seek a new placement is made by the worker and supervisor in accordance with P301.60 (b)(3) paragraph (A), or in accordance with paragraph (B), which requires a clinical consultation, the following instructions shall be followed:

- 1) Any placement in a new substitute care setting must follow the requirements of Procedures 301, including a determination of the individual needs of the child and the ability of the prospective caregiver to meet those needs. This determination requires the use of the **CFS 2017, Child/Caregiver Matching Tool**, as described in Procedures 301.60.
- 2) If the child/youth has a history of running away or indicates that he or she will not accept any placement selected by the Department, the worker shall discuss with the child/youth where he or she wants to live or what type of placement the child is willing to accept. Such alternate placements may include:
 - A) A particular relative with whom the child is comfortable. The requirements for relative placement contained in Procedures 301.80 must be met in order to place the child with that relative.
 - B) A former caregiver or another adult with whom the child has formed a relationship and with whom the child expresses a desire to be placed. All licensing requirements must be met to place the child with a former caregiver or another adult. If they are not licensed, the worker shall consult with licensing staff regarding the possibility of licensure. If the former caregiver or adult considers licensure, the potential for placement shall be explained to the child.
 - C) An independent or transitional living arrangement. If independent or transitional living is considered, an assessment must be made of the child's ability to live independently. See Procedures 302, Appendixes F through N for a description of the Department's independent living programs and **Policy Guide 2002.09, Revised Approval Procedures for Independent Living Placement (ILO) Services and Transitional Living Program Services (TLP)** for approval processes.
 - D) Reunification with the child's parent(s). If the child expresses a desire to live with his or her parent(s), the worker shall assess safety and risk factors in the parent's home. If the abuse or neglect that led to the child or youth's placement is no longer a factor due to the child's age and ability to care for him or herself, Department procedures for reunification shall be followed.

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- E) A Self-Selected Placement in accordance with Procedures 301.60 (d) if the Department's ward is 18 years of age or older.

c) Children/Youth with a History of Runaway Behavior Who Take Prescribed Medications

When a child has a history of running away or the caseworker is notified that the child has threatened to runaway, the caseworker shall contact the caregiver and the child's doctor to discuss whether the caregiver should give any amount of a prescription medication to the child, or whether the caregiver should tell the child that he/she can get his/her medication by coming back to the foster home, contacting the caseworker or doctor, or going to an emergency room. The doctor's approval must be noted in a written order, and must list the medications that the caregiver may give to the child. When a child has been authorized to carry emergency/rescue medication, the caseworker shall ensure that the doctor's order addresses these medications.

The caseworker shall obtain and review the doctor's written order, and place the order in the case record and make a note in the child's section of the service plan.

The caseworker shall ensure that the **CFS 680, Child Identification Form**, contains an accurate and complete list of the child's medications, and that this information is provided to law enforcement and the Child Location and Support Unit for Children (CLSU).

Section 329.70 Runaway Children for Whom Another Agency or Jurisdiction is Legally Responsible

When a runaway child, for whom another agency, state, or other jurisdiction has legal responsibility, is located in Illinois and is referred to the Department for assistance in returning the child, staff shall utilize the following procedures:

- a) Do not initiate any action to arrange for or pay for the child's return to his/her home;
- b) Contact the Department of Corrections' Juvenile Compact Administrator at 1-217-522-2666 and notify the Administrator of the child's location;
- c) Notify local law enforcement of the child's location; and
- d) Provide any requested assistance (with the exception of payment) to help ensure the child's return home.

Section 329.80 All Other Runaway Children (Non-Wards)

a) Cooperation with Other Providers

Department staff who become aware of a child or youth who is not in the care of DCFS and who has run from another state to Illinois, from Illinois to another state or from one Illinois location to another, shall cooperate with and/or provide assistance to service providers or other authorized agencies or organizations to ensure the child's return to his/her home in accordance with the procedures outlined in this Section. Additionally, Department and youth service agency staff shall cooperate with and provide assistance when requested by the Interstate Compact on Juveniles. All states are a party to the Juvenile Compact; therefore, the rules and regulations of the Compact are applicable in each state.

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b) Arranging for the Return of Non-Ward Runaways

1) Interstate Returns

- A)** When a child has run from another state to Illinois and his/her location is known by Department staff, the runaway shall be referred to a Department of Human Services service provider who handles youth alleged to be Minors Requiring Authoritative Intervention (MRAI). Department staff shall also notify the local law enforcement agency of the child's referral to the service provider.
- B)** When an out-of-state runaway is picked up by, or referred to local law enforcement, the runaway child/youth can be held in "limited custody" for six (6) hours during which time law enforcement officers will try to return the child to his/her parents or legal caretaker.
- C)** If law enforcement agents are unable to effect the child/youth's return home because of the inability to locate/contact the parents or legal caretaker or because of the child's refusal to return home or because of the parent's refusal to accept the child home, the law enforcement agent shall refer the child/youth to the local youth service provider.
- D)** When a non-ward who has run from Illinois to another state is located and Department assistance is requested to ensure the child's return to Illinois, staff shall refer the caller to the CLSU at 1-866-503-0184.

2) Intrastate Returns of Children/Youth for Whom the Department does not have Legal Responsibility

- A)** When a child or youth from Illinois has run to another location within Illinois, Department staff shall not make arrangements or payment for returning the child/youth to his/her home. However, staff who are aware of a runaway shall refer the child to the local law enforcement agency. Law enforcement shall attempt to return the child/youth home within the six (6) hour period of limited custody.
- B)** When law enforcement agents are unable to return the child or youth home via contact with parents/legal caretaker or obtain the child/youth's voluntary consent to return home, the child must be referred to one of the agencies under contract with the Department of Human Services to provide crisis intervention services to youth who are referred from limited custody. The crisis intervention service provider shall attempt to return the child or youth to his/her home within the first forty-eight (48) hour period after referral. When the runaway still cannot be returned home, he/she may be placed in a temporary living arrangement for up to twenty-one (21) days during which time continued efforts shall be made to return the child home.

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3) Return Process

For a child or youth seventeen years old or younger for whom the Department has no legal responsibility, the Interstate Compact on Juveniles requires the voluntary consent of the child or youth via **Form III, Consent For Voluntary Return By Runaway, Escapee or Absconder**, or via **Form I, Requisition For Runaway Juvenile** to return the runaway to his/her home in another state.

A) Voluntary Consent to Return

When a runaway is to be returned to his/her home on a voluntary basis, Department or crisis intervention agency staff shall:

- i) Allow the runaway youth the opportunity to voluntarily consent to the interstate return via the Interstate Compact on Juveniles' Form III, Consent for Voluntary Return by Runaway, Escapee, or Absconder;
- ii) Request an immediate informal hearing before the juvenile court in the jurisdiction where the youth was located to ensure that the youth's voluntary consent to return is documented via the Form III during the informal hearing;
- iii) If the youth is considered too young (usually age 7 or under) to complete the Form III and/or unable to understand the meaning of the voluntary consent, a court appointed representative, a guardian or guardian designee may sign the Form III on behalf of the youth during the informal hearing; and
- iv) Distribute signed copies of the Form III (a minimum of four) as noted on the form, with a copy retained for Department or agency files.

After the runaway has agreed to his/her voluntary return, the service provider shall contact the Illinois Department of Corrections' Interstate Compact on Juveniles (IDOC-ICPC-J) at 1-217-522-2666. The service provider shall provide the Office of Interstate Compact on Juveniles with the following information:

- i) The child's name;
- ii) The child's date of birth;
- iii) The name, address and phone number of the child's legal guardian;
- iv) The name, address and phone number of the person to whom the child will be returned, if other than the legal guardian;
- v) Any general information related to the reason/cause for the child's runaway; and
- vi) Information that the Form III has been signed.

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(IDOC-ICPC-J is the compact administrator for all Illinois children located out-of-state).

Crisis intervention agency staff shall provide any requested assistance to ensure that transportation is arranged to return the child/youth home.

B) Refusal of Voluntary Consent to Return

- i) When a runaway who is located in Illinois refuses to provide voluntary consent to return home, the Administrator of the Interstate Compact Unit for Juveniles of the Illinois Department of Corrections shall be notified (1-217-522-2666).

c) Paying for the Return of Non-Ward Runaways

1) Payment for Interstate Returns

The Department will pay the cost of travel for the return of a child or youth for whom it does not have legal responsibility back to Illinois or from Illinois back to another state when the home state, the parent or legal guardian refuses to pay, no other resources can be found for travel expenses, and the stated requirements of Section 329.80 of these procedures have been met.

Reimbursement or payment for the Interstate return of runaways shall be made through the "Maintenance and Travel for Aided Persons" fund. This fund is allocated through Central Office under the direction of the Division of Field Operations.

2) Payment for Intrastate Returns

The Department will not pay the cost of travel for a runaway for whom it does not have legal responsibility to return or travel from one Illinois location to another. It is the responsibility of the parents or legal guardian to provide travel expenses for the return of a child/youth who is not a ward back to his/her home within Illinois or payment may be made by the crisis intervention service agency, if appropriate.

Appendix A – Instructions Regarding Forms I and IIIINTERSTATE COMPACT ON JUVENILES
Form I - Requisition For Runaway Juvenile

The Form I (Requisition) must be initiated through the court of jurisdiction from which the youth has run away.

Form I is used:

- 1) only for non-delinquent runaway juveniles, and
- 2) only when the runaway youth refuses to sign a voluntary consent tor return (Form III), or
- 3) when there is some doubt regarding the legality of the youth's return, or
- 4) when it is necessary for an Illinois court/agency to house a non-delinquent prior to returning the youth.

This form should be typed.

From: _____: Enter the name of the court which is completing the requisition.

Date: _____: Enter date that the requisition is being completed.

. . . the return of _____: Enter full name of the juvenile.

. . . said juvenile was born _____: Enter exact birth date of juvenile.

. . . and is of the following description _____: Enter a concise description of the juvenile.

. . . said juvenile should rightfully be in custody of _____: Enter the name of the parents, other person, or agency in whose custody the youth should be.

. . . who is the _____: State the exact relationship of the person to the youth.

. . . who is located at _____: Enter the street number, post office box number or rural route number, the city, state and zip code of the person in whose custody the youth should be.

Signed _____: The judge issuing the requisition must sign his/her name.

A minimum of four (4) copies must be completed and distributed as indicated on the form.

(See Sample on Back)

INTERSTATE COMPACT ON JUVENILES

FORM I – REQUISITION FOR RUNAWAY JUVENILE

Minimum distribution, 4 copies: one copy to be retained; one copy to Compact administrator of requisitioning state; one copy to Compact Administrator of state where runaway is located; one copy to appropriate court or executive authority of state where runaway is located.

Reply to: _____

From: _ Date _____
(Name of requisitioning court)

To: _
(Appropriate court or executive authority)

This court hereby requisitions the return of _____ in
(Name of Juvenile)
accordance with the provisions of the Interstate Compact on Juveniles. Said person is believed to be within your jurisdiction (ADDITIONAL INFORMATION, TO BE ATTACHED IF AVAILABLE).

On the basis of the evidence before it, this court finds said juvenile was born on _____, and is of the following description: _____

This court further finds that said juvenile should rightfully be in the custody of _____ who is the _
(Relationship to Juvenile)
and who is located at _____ within the territorial
(Address)

jurisdiction of this court; that said juvenile has run away without permission or consent; and that said juvenile's continued absence from rightful custody and control is detrimental to the best interests of said juvenile and the public.

ATTACH TO THIS FORM ADDITIONAL INFORMATION CONCERNING SUGGESTED MODE OF RETURN IF NO ALREADY DETERMINED.

Signed _____
(Judge)

(The above form is to be certified or authenticated in accordance with practice of executing court. See Article IV of the Compact for further details)

INTERSTATE COMPACT ON JUVENILES

Form III – Consent For Voluntary Return By Runaway, Escapee or Absconder

The Form III (Voluntary Consent to Return) must be completed for a runaway juvenile who agrees to voluntarily return to his/her home state. This form is designed to protect against violation of the youth's rights and for the protection of parties involved in transporting the youth across state lines.

The Form III:

- 1) must be signed by any youth who volunteers to return home and must be transported across state lines, or
- 2) may be signed by a court appointed representative or guardian ad litem on behalf of the youth, and
- 3) must be signed in the presence of a Judge in the jurisdiction where the runaway was located,
- 4) must be signed by the Judge during the informal hearing, and
- 5) must be completed and signed prior to making travel arrangements for the youth's return.

Information on this form may be typed, but the signatures must be handwritten.

I _____: Enter the name of the youth.

... belong with _____: Enter the name of the parent(s), other person, or agency who has legal custody.

in _____: Enter the address of the legal custodian.

Date _____: Enter the date that the form is being completed.

Signed _____: the signature of the consenting youth

.

I _____: Enter the name of the Judge.

Judge of _____: Enter the Court of Jurisdiction.

... voluntary return of said juvenile to _____: Enter the name of the legal custodian.

in _____: Enter the address of the legal custodian.

1. Accompanied by _____: Name of the individual accompanying the youth.

2. Unaccompanied _____: Check, if appropriate.

3. Via _____: The method of transportation.

... departure date/time: Expected time of departure to return home.

... arrival date/time: Expected time of arrival at the home.

Date _____: The date the form is being completed.

Signed _____: The signature of the Judge.

TO BE COMPLETED ONLY IF COUNSEL OR GUARDIAN AD LITEM IS APPOINTED.

A minimum of four copies must be completed and distributed as indicated on the form.

(See Sample on Back)

INTERSTATE COMPACT ON JUVENILES

FORM III-CONSENT FOR VOLUNTARY RETURN BY RUNAWAY, ESCAPEE OR
ABSCONDER

Minimum distribution, 4 copies: one copy
to be retained by court; one copy
to the juvenile; one copy to Compact
Administrator in requisitioning state;
one copy to Compact Administrator in
state where juvenile is being held.

Reply to: _____

I, _____ recognize that I rightfully belong with

(Juvenile)

in _____

(Legal custodian)

(Location)

and I voluntarily consent to return there without further formality, either by myself or in the company of
such person as the appropriate authority may appoint for the purpose.

Date _____ Signed _____

(Juvenile)

I, _____ Judge of _____

(Court)

having informed the juvenile named above of (his)(her) rights under the Interstate Compact on Juveniles
prior to the execution of the foregoing consent, do hereby find that the voluntary return of said juvenile to _____ in

(Legal custodian)

_____ is appropriate and in the best interest of

(Location)

said juvenile, and do so order such return as provided below: (fill in or check appropriate item)

1. Accompanied by _____
2. Unaccompanied _____
3. Via _____, Approximate departure date and time _____
Scheduled arrival date and time _____

Date _____ Signed _____

(Judge)

**TO BE COMPLETED ONLY IF COUNSEL OR GUARDIAN AD LITEM IS
APPOINTED:**

I, _____, being the (CHECK ONE) counsel _____
guardian ad litem _____ of _____ in _____

(Juvenile)

(Location)

either unaccompanied or in the company of such person as the appropriate authority may appoint. I
herby consent to such return.

Date _____ Signed _____

(Counsel of guardian ad litem)

(The above form is to be certified or authenticated in accordance with practice of the court. See
Article VI of the Compact for further details)

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APPENDIX B The Role of the Child Location and Support Unit for Missing Children (CLSU) & Helpline (1-866-503-0184)

The Child Location and Support Unit for Missing Children (CLSU) oversees all Department and POS efforts statewide to monitor compliance with reporting procedures and recovery activities for missing children. The CLSU operates 7 days a week, 24 hours a day.

The CLSU sends the **CFS 1014** to the worker for completion as follows:

- **Part I**, is sent when a child is reported missing, and must be returned to the CLSU by the worker within two working days;
- **Part II Location Efforts**, is sent weekly until the child is located; and
- **Part III Recovery Report**, is sent following the child's recovery.

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APPENDIX C

State of Illinois
Department of Children and Family Services

MISSING CHILD DE-BRIEFING FORM

Child Name: _____ Child I.D. _____

Caseworker Name: _____ Caseworker ID: _____

Type of Absence: ABD ☐ WUK ☐ WCC ☐ Current LIVAR _____

Dates Missing: From _____ to _____ Date of De-Briefing: _____

Location of De-Briefing: _____

The child's caseworker should ask the child the following questions. Record the child's answers in the space provided, use the back of the form if necessary.

1) Why did you leave your previous placement?

2) Did anyone encourage you to leave?

3) Did you tell anyone you were leaving before you left? If so, who did you tell?

4) How much money did you have with you when you left?

5) What is the first thing you did after you left?

6) Where did you go?

7) If you were planning to go to a specific place, did you go there?

8) With whom did you stay while you were gone?

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9) How did you survive (i.e. Where did you sleep? Where did your get food? How did you get money?)

10) Did you get sick or were you physically hurt or injured while your were gone? _____

a) If so, describe your illness or how and where you were hurt/injured.

b) Did you get medical care anywhere? If so, what care did you get and from where did you get medical care?

11) Were you sexually active while you were away? _____

a) If so, describe the sexual activity (i.e. when, with whom, what activity, forced or voluntary, etc.?)

b) Did the sexual activity hurt you in any way?

c) For females, do you think you may be pregnant?

Note: Any child who reports having engaged in sexual activity must be examined by a doctor within 24 hours of being located. Also, if a child reports being forced to engage in sexual activity, the caseworker must make a report of the assault to the appropriate law enforcement agency.

12) Why (or under what circumstances, e.g. police picked the child up) did you return?

13) Have you ever runaway before? If so, when and why?

14) What was the best thing about being away?

15) What the worst thing about being away?

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16) Do you think you might runaway again in the future?

a) If so, why would you run away again?

b) What can I (caseworker) or your caregiver do to help you make a decision to not runaway in the future?

17) Is there anything I can do for you right now to make you feel safe so you won't runaway again?

18) If the ward had her/his child with them while missing:

a) How did you meet your child's needs for food, diapers, milk, etc, while you were gone?

b) Did your child stay with you all the time you were gone? If not, who cared for your child?

c) Who watched your child when you needed a break?

d) Did your child need to see a doctor while you were gone? If so, why?

e) Does your child need any medical care now?

Caseworker's Signature

Date

Supervisor's Approval

Supervisor's Name: _____

Supervisor's Signature: _____

Date of Approval: _____

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